

**HAZARDOUS MATERIAL MANAGEMENT****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-70, *Environmental Quality*, AFD 23-2, *Supplies and Material Management*, AFD 91-3, *Occupational Safety and Health*, AFI 32-7080, *Pollution Prevention Program*, and AFI 32-7086, *Hazardous Materials Management*. It applies to all 82d Training Wing organizations, 80th Flying Training Wing and Sheppard AFB (SAFB) associate and tenant units according to applicable memorandums of understanding regarding the management and control of hazardous material on SAFB. It establishes guidelines for conforming to Air Education and Training Command (AETC) Hazardous Material Management Office (HAZMO) concepts, elements, procedures and goals. Proper management and total life cycle control of hazardous material are necessary to ensure compliance with federal, state, local and Air Force environmental, safety and health laws and regulations. In addition, HQ AETC has directed the implementation of specific programs and requirements to address these management issues. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This instruction has been substantially revised and must be completely reviewed. A “★” indicates revisions from the previous edition.

Section A – Abbreviations

See attachment 1

Section B – Terms, Definitions and References

1. The following definitions were compiled from a number of sources including: HQ AETC Hazardous Material Pharmacy Guide: AFMAN 23-110, Volume II, Part Two, *USAF Standard*

Base Supply System; AFMAN 23-110, Volume 5, Chapter 25, *Hazardous Material (HM) and Hazardous Waste (HW) Management*; Code of Federal Regulations, 29 CFR 1910.1200 and 1910.120, *Occupational Safety and Health Administration (OSHA)*; 40 CFR 355, *Emergency Planning and Notification*, 40 CFR, Part 372, *Toxic Chemical Release Reporting: Community Right To Know*, Federal Standard 313, Tables I and II, *Environmental Protection Agency (EPA)*; 49 CFR 172.101 and 172.101, Appendix A, *Hazardous Materials Tables, Department of Transportation (DoT)*; DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, DRMS-I 6050.1 and others as applicable.

1.1. **Bioenvironmental Engineering Flight (82 AMDS/SGPB).** An office of the 82d Aerospace Medicine Squadron responsible for occupational health initiatives and the development, implementation and monitoring of compliance programs of all SAFB host and tenant units according to applicable federal, state, local, and Air Force occupational health regulations. This area of responsibility includes all units covered by joint support agreements.

★1.2. **Civil Engineering Environmental Flight (82 CES/CEV).** An office of the 82d Civil Engineering Squadron responsible for environmental initiatives, development, implementation and monitoring of compliance programs of all SAFB host and tenant units according to applicable federal, state, local and Air Force environmental regulations. This area of responsibility includes all units covered by joint support agreements. CEV has the responsibility for leading a cross-functional Hazardous Materials Management Process (HMMP) Team IAW AFI 32-7086. The team reports to the Pollution Prevention Subcommittee, which provides oversight for the HMMP.

★1.3. **Wing Safety (82 TRW/SEG).** A staff agency of the 82d Training Wing responsible for ground safety initiatives IAW 29 CFR 1910.119, *Process Safety Management*, and development, implementation, annual inspection, and monitoring of compliance programs of all SAFB host and tenant organizations according to federal, local, and AF occupational safety instructions. This area of responsibility includes all units covered by the joint service agreement.

★1.4. **Air Force Environmental Management Information System (AF-EMIS).** A Defense Environmental Security Corporate Information Management (DESCIM)-approved computer software program to provide a management tool for the receipt, issue, storage, tracking, consumption, and disposition of all hazardous material data. AF-EMIS is also capable of tracking hazardous wastes streams and disposal data.

★1.5. **Code of Federal Regulations (CFR).** General and permanent law and binding rules published in the Federal Register by the executive departments and agencies of the federal government. A CFR serves to codify documents of general applicability and future effect. CFR Website: <http://www.access.gpo/nara/cfr/cfr-table-search.html>

★1.6. **Chemical Staging Area (CSA).** A physical location where hazardous materials are received, stocked, stored, issued, and tracked within an organization. These locations are set up at the option of the HMMPT.

★1.7. **Executive Order 13101.** Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, Executive Order (E.O.) 13101 was signed on September 14, 1998. This Order replaces E.O. 12873 and reinforces the federal government's buy-recycled efforts. E.O. 13101 establishes a process for amending the Comprehensive Procurement Guidelines (CPG). E.O. 13101 requires EPA to amend the CPG every 2 years or as appropriate. Other E.O. concerning the Greening of the Government are E.O. 13123, 03 June 1999, E.O. 13134, 12 August 1999, and E.O. 13148, 22 April 2000, Greening The Government Through Leadership In Environmental Management. Website: <http://www.epa.gov.htm>

★1.8. **FED LOG:** A database of supply system information for the Federal government. FED LOG includes supplier names, addresses and phone numbers, as well as manufacturers, part numbers, National Stock Numbers (NSN), ordering and pricing information. Website: <http://cd-rom-guide.com/cdprod1/cdhrec/005/606.shtml>

1.9. **Hazardous Material Information System (HMIS).** A reference information system used in conjunction with procedures and regulatory documents regarding health and safety information, commonly referred to as a Material Safety Data Sheet (MSDS).

1.10. **Hazardous Communication Standard (HAZCOM).** Public law as defined by OSHA in 29 CFR 1910.1200, established the *Occupational Safety and Worker Right-To-Know Act*. The HAZCOM Standard requires chemical manufacturers and importers to assess the hazards associated with the chemicals they produce or export. Local guidance is SAFBI 48-2101, *Workplace Written Hazard Communication Program*, for Hazard Communication Training, AFOSH Std 161-21, *Hazardous Communication*, AFOSH Std 48-8, *Controlling Exposures to Hazardous Materials*, and AFI 48-145, *Occupational Health*. This requirement is accomplished by a written hazard communication program, which includes labels, placards, and other forms of warning(s), Material Safety Data Sheets (MSDS), information and training. The following items are specifically exempt from HAZCOM controls within the provisions of 29 CFR 1910.1200:

1.10.1. Hazardous Waste (HW)

1.10.2. Natural Wood or Natural Wood Products

1.10.3. Finished Articles

1.10.4. Consumer commodities such as food, drugs, cosmetics or personal hygiene products such as hand soaps, lotions and deodorants used for their intended purposes will not be tracked within AF-EMIS.

1.10.5. Assets (metal stock, wood, plastic, etc.) are not considered hazardous materials and do not have to be approved for use.

*1.10.6. Other exempted items to tracking may be found in 40 CFR 372.38 and are also referenced in the SAFB Tracking Policy, dated 05 August 1999, signed by the 82 TRW/CC.

1.11. **Hazardous Material Management Office (HAZMO).** An office for the request and approval of hazardous materials. The HAZMO is also responsible, in conjunction with the base supply research section and hazardous materials users, for the identification of non-hazardous/less hazardous substitutes and ensuring they are ordered whenever possible. Although a consolidated effort to identify less hazardous materials will be accomplished with the aid of the Hazardous Material Management Process (HMMP) Team, the burden for this effort rests with the customer, requestor, or Unit Environmental Coordinator (UEC).

1.12. **Hazardous Materials Pharmacy (HAZMART).** An operation within the Standard Base Supply System (SBSS) as the primary location where personnel stock, store, issue and distribute hazardous materials for organizations authorized to procure (SBSS) hazardous material (HM) related items. The HAZMART is the point of contact for Base Contracting AF Form 9's and Government-Wide Purchase Card (GPC) authorizations.

1.13. **Hazardous Materials (HM).** A hazardous material by definition is any product listed as such in 49 CFR Parts 100-185. Specifically, any substance or material, in any quantity or form, that has the potential to pose unreasonable risk to human health, safety, or the environment. HM includes chemicals, materials, and substances posing physical hazards and listed by name, or sometimes by product type, in the Department of Transportation (DoT) *Hazardous Materials Table* (49 CFR 172.101 and 172.101, Appendix A). DOT Website: <http://hazmat.dot.gov>.

1.14. **Hazardous Waste (HW).** Generally, HW is defined by the Resource Conservation and Recovery Act (RCRA), as being a material which becomes a waste when it can no longer be used for its originally intended purpose, or is a discarded commercial chemical. HW is characterized as being toxic, corrosive, ignitable, explosive and/or chemically reactive, 40 CFR Part 261, *Identification and Listing of Hazardous Wastes*.

★1.15. **Hazardous Substance (HS).** A hazardous substance is a term used in the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and the Clean Water Act. CERCLA gives EPA authority to require reporting of hazardous substance releases and to require parties to clean up contamination caused by hazardous substances. CERCLA defines a hazardous substance in two ways: (1) any pollutant identified by the Federal Water Pollution or Hazardous Air Pollution regulations; RCRA or the Toxic Substance Control Act; or (2) any other substances EPA designates as posing a substantial danger when spilled or released into the environment. These are listed in the EPA's National Contingency Plan (40 CFR 302) and in DoT regulations (49 CFR 172.101, Appendix A).

★1.16. **Hazardous Operation.** An operation or process, as defined by the HMMP Team or Military Public Health, that produces hazards such as noise, dusts, gases, fumes, vapors or mists that might be flammable, combustible, ignitable, corrosive, toxic and/or reactive and may pose a hazard to human health and/or the environment.

★1.17. **Material Safety Data Sheet(MSDS).** The MSDS contains information about a material's physical or chemical characteristics, percentage of ingredients, fire or explosion hazard data, reactivity data, health hazard data, any personal protection equipment required or recommended, precautions for safe handling, storage, and use, transportation data, labeling information, and control and disposal information. The manufacturer or distributor IAW 29 CFR 1910.1200 provides it. A manufacturer specific MSDS or HMIS MSDS equivalent will be in the using organization's files prior to possession, issue, use, or other availability of the material. MSDS Internet site: <http://hazard.com/msds/index.html>.

★1.18. **Ozone-Depleting Substances.** As defined in Section 602 of the Clean Air Act, a Class I/II substance is any chemical with an ozone-depleting potential of 0.2 or greater.

1.19. **Physical Hazard.** Any material, chemical or substance that has the characteristics of a flammable, ignitable, combustible liquid, corrosive, toxic, a compressed gas, explosive, organic peroxide, oxidizer, pyrophoric, unstable reactive, or is water reactive in nature and poses an unreasonable risk to human health, safety, or to the environment.

★1.20. **PRO-ACT.** A research company under contract to the Air Force Center for Environmental Excellence (AFCEE). PRO-ACT provides research services and information for HM substitutions when HM is not specifically authorized by technical order or military specification. Their services are available to the HAZMART, CSA, and organizations using hazardous materials: (DSN) 240-4214, 1-800-233-4356, FAX (Commercial) 1-210-212-5432, E-MAIL: <http://www.afcee.brooks.af.mil>

Section C – Guidance

2. The following guidance pertains to all host, tenant units, and contractors using hazardous materials within the confines of Sheppard AFB, Texas:

2.1. **Absolutely no** hazardous material will be brought onto SAFB until that material is authorized for use in a specific process or application and all other requirements for its possession, storage, use and disposal, as stipulated in this document are met.

★2.2. Hazardous Materials Management Process Team approval is required for each individual item of HM used, stored or in any way maintained on SAFB. Office of primary responsibility for the authorization process is the 82 CES/CEV.

★2.3. Each organization, regardless of affiliation (i.e., military, civil service, non- appropriated Fund or contractor, etc.) will submit all procurement actions for HM to the HAZMART or the appropriate Chemical Staging Area (CSA) to facilitate data capture necessary for federal, state, and local regulatory compliance and to ensure complete authorization to use the material which has been obtained. This includes, but is not limited to, the following procurement methods or routes of entry to the installation:

- 2.3.1. Standard Base Supply System (SBSS)
- 2.3.2. Government-Wide Purchase Card (GPC)
- 2.3.3. Non appropriated Funds (NAF)
- 2.3.4. Defense Reutilization and Marketing Office (DRMO)
- 2.3.5. Medical Logistics (MEDLOG) and Medical Logistics/882 Training Group (MEDLOG-T) Procurement Actions (non-patient care)
- 2.3.6. Petty Cash or Commander's Discretionary Funds
- 2.3.7. Lateral logistical support to units covered by joint service agreements (i.e., Army, Navy, Marines, etc.).
- 2.3.8. Standard and/or recurring contracts administered through 82d Contracting Squadron. Due to the complexity of contracting, specific guidance regarding contracting as applied to HAZMAT will be addressed later in this instruction.
- 2.3.9. Hazardous materials returned to the industrial complex through recapture, recycle or distillation efforts.
- ★2.3.10. Materials received through HAZMART/CSA Free Issue program.
- 2.3.11. Civil Engineering Material Acquisition System (CEMAS)
- 2.3.12. Deployments/Employments
- ★2.3.13. Samples distributed by sales personnel representing private industry or vendors.
- ★2.4. Military and Civil Service Requirements:
 - ★2.4.1. Absolutely no military or civil service employee will be assigned duties entailing handling and/or exposure to HM/HW until all training requirements, as determined by appropriate regulatory guidance, are met.
 - ★2.4.2. Depending on the use of the hazardous materials, specialized HM training (i.e., workplace, first responder awareness and operations, hazardous materials technician and specialist, etc.) is required to ensure personal safety, proper handling, storage, utilization and disposition of HM/HW.

★2.4.3. This training will inform the employee of all elements of the HAZCOM requirements as outlined in 29 CFR 1910.1200, 29 CFR 1910.120, AFOSH STD 161-21, and AFOSH STD 91-43. Additionally, this training will be provided to the worker prior to initial assignment to any duty that may expose the worker to HM. Initial (one time) Federal Hazard Communication Training Program (FHCTP), HAZCOM training, will be provided by 82 AMDS/SGPM (Public Health). Training shall be accomplished IAW AFOSH STD 161-21 and SAFBI 48-2101.

★2.4.4. Training, as a minimum, will include workplace specific elements, and will be updated whenever a new hazard is introduced into the workplace. Workplace specific training is generally provided by the employee's supervisor and is intended to inform the employee of hazards associated with their workplace. As a minimum, an employee will be trained to recognize available methods of exposure control, personal protection equipment (PPE) requirements and utilization methods, and appropriate emergency spill response actions.

★2.4.5. All training for military and civil service employees will be documented on AF Form 55, **Employee Safety and Health Record**. Federal law requires that an AF Form 55 and/or other documentation of worker training in compliance with 29 CFR 1910.1200 be maintained in the workplace and available for inspection by federal, state, and local inspectors. SAFB inspectors will also review these forms during on-site HMMP Team HAZMAT inspections.

★2.5. Hazardous Material Pharmacy Policy and GPC Purchases:

★2.5.1. When the customer's required delivery date cannot be met by the existing supply system, the HAZMART may authorize the GPC card holder to purchase HM after complete coordination as prescribed in this instruction or IAW the 82 TRW/CC GPC Policy Letter, dated 11 Feb 2000.

★2.5.2. GPC cardholders will complete an AF Form 3952, **Chemical/Hazardous Material Authorization Request Form**, and submit the manufacturer specific MSDS and any Technical Order (TO) or manufacturer specification data to the HAZMART/CSA for processing. This will be accomplished prior to purchasing or introducing any hazardous materials onto SAFB. Additionally, organizational GPC requests will be processed through UEC to ensure accuracy of information provided on AF Form 3952.

★2.5.3. Upon approval of GPC purchases, the customer is authorized to procure the HM required. Immediately upon return to the installation, the customer will bring the purchased items to the HAZMART or the appropriate CSA for receipt, labeling, and issue.

★2.5.4. If the item purchased is different in manufacturer than that originally requested, the requestor/customer will ensure the appropriate MSDS is acquired at the time of purchase and bring the product and MSDS to the HAZMART or appropriate CSA for processing to ensure constituent data capture and labeling. An MSDS may be faxed or e-mailed from the supplier or distributor to the HAZMART/CSA to comply with the intent of this requirement.

★2.6. Nonappropriated Funds (NAF) Purchases of Hazardous Material. The NAF route of entry for hazardous materials onto the installation will comply with this instruction regarding procurement procedures. All NAF personnel requesting authorization to purchase HM items will complete and submit the required documentation, AF Form 3952, and manufacturer specific MSDS to the HAZMART/CSA for processing prior to procurement of any HAZMAT.

★2.7. Defense Reutilization and Marketing Office (DRMO): <http://www.drms.dla.mil>

★2.7.1. No items of a hazardous nature will be released to any employee of SAFB or its contractors without proper coordination through the HAZMART/CSA and authorization obtained via the AF Form 3952.

★2.7.2. Comply with all applicable Federal Regulations contained in current 29 CFR, 40 CFR, 49 CFR, DoD 4160.21-M, DRMS-I 6050.1, other regulatory guidance and this instruction as applicable.

★2.7.3. The DRMO Chief, Environmental Specialist or designated representative, will ensure that all safety precautions, Environmental Protection Agency (EPA) and Texas Natural Resource Conservation Committee (TNRCC) inspection records are accomplished for HM/HW for which DRMO has physical custody and/or accountability.

★2.7.4. The DRMO Chief and/or Environmental Specialist will immediately notify the Installation Commander or designated representative, in writing of any situation that could result in a noncompliance or Notice of Violation finding from the either the EPA or TNRCC.

Section D - Responsibilities

3. The Commander, 82d Training Wing will:

3.1. Establish and implement a comprehensive program for hazardous material management to include written policies, procedures, and instructions.

3.2. Ensure all unit commanders, host functional organizations, nonappropriated fund activities, tenant activities, and contractors are active participants in the Hazardous Materials Management Process (HMMP).

3.3. Ensure resource requirements of this plan are addressed and programmed as needed or required.

4. Hazardous Materials Management Process (HMMP) Team:

★4.1. The following listed organizations are required by AFI 32-7086 to participate and serve on the HMMP. Other advisory organizations, Unit Environmental Coordinators (UECs), HM

points of contact (POC) or HM users may attend when their experience, expertise, or inputs are required, but any and all may attend at their discretion.

4.1.1. 82 CES/CEV (Team Lead)

4.1.2. 82 AMDS/SGPB (Bioenvironmental)

4.1.3. 82 LS/LGSSH (UEC)

4.1.4. 82 TRW/SEG (Wing Safety)

★5. HMMP Team will:

★5.1. Develop, implement, and maintain local operating instruction(s) and policies as needed to support the SAFB hazardous materials management program.

5.2. Coordinate efforts of all wing, host, tenant, and contractor activities and those units covered by joint service agreements in the establishment, implementation, and operation of processes, to control, track and reduce the variety and quantities of HM items purchased, stored, issued, or used.

★5.3. Resolve any resource, training, procedural or enforcement disputes or problems submitted by the HAZMO, HAZMART, CSA, or work centers.

★5.4. The HMMP Team, in coordination with Unit Environmental Coordinators (UEC), HM POCs, and hazardous materials customers, will determine optimum levels for HM usage based on mission, training requirements, and past consumption history.

★5.5. The HMMPT will conduct periodic announced inspections to assist shops and HM customers in achieving compliance with all environmental, safety, and occupational health regulations, policies, and instructions. These inspections shall also serve as an opportunity to educate base personnel about the need for hazardous materials reduction efforts, process evaluation requirements, and the need for Pollution Prevention initiatives.

★5.6. Conduct unannounced (no-notice) inspections, accompanied by the unit's designated UEC or HM POC, of work centers for the following purposes:

★5.6.1. Validate compliance with AFI 32-7086, this document, and all other regulatory guidance regarding HM usage, storage, and disposal requirements.

★5.6.2. In the event of inspection discrepancies, issue Memorandums for Record (MFR) documenting noncompliance and recommend potential solutions for corrective actions.

★5.6.3. HMMP Team findings of non-compliance are to be filed in the unit's HAZMO folder for a period of not less than one (1) year from date of issue. Recurring findings for the same offense will remain on file for a period of three (3) years from date of issue.

★5.7. The HMMP Team, in conjunction with 82d Contracting Squadron's GPC Program Coordinator, will conduct surveillances of squadron internal tracking of HM GPC purchases to ensure compliance with GPC HM purchase guidance.

★5.8. The HMMP Team will review the HM data provided by new contractors and notify the contractor, through the appropriate contracting officer or Quality Assurance Evaluator (QAE), of those HM items which the hazardous material program will track. Notification to the HMMP Team can be via fax or contractor personnel visiting the HAZMO prior to pre-performance briefings. The contractor will then notify the hazardous material program, through the Contracting Officer's Representative/Quality Assurance Evaluator (COR/QAE), the quantity of each tracked HM used for the period. The frequency of this reporting is at the discretion of the contractor; however, it shall not be longer than an invoice period (at least as frequently as the contractor presents invoice for payment). Additionally, the HMMP Team will brief contractors during their pre-performance briefings of the requirements of this instruction.

★5.9. Promote a 'Pro-Environmental' attitude and HAZMAT reduction awareness on SAFB in support of efforts at reducing total ownership costs.

★6. Organizational Users Requesting HM will:

6.1. Follow and adhere to all policies and procedures developed and implemented by the HMMP Team as detailed in this and other official documents, program instructions and guidance.

★6.1. At the squadron or group level, assign in writing a primary and alternate HM Point of Contact or UEC. The UEC or HM POC will serve as the organization's liaison to the HMMP Team for all matters involving HM.

★6.2. Ensure an AF Form 3952 has been properly completed and the form is filed with a manufacturer specific MSDS, T.O. or other manufacturer specific documentation for each item of HM requisitioned, procured, used or stored in the users area of responsibility.

★6.3. Ensure all new requests for HM are processed through the HAZMART/CSA with enough time (approximately 7 to 10 days) to allow for proper coding, process review, research, coordination, and approval.

★6.4. Ensure all MSDSs are kept in a central location within the work area for ease of access to workers in support of 29 CFR 1910.1200, HAZCOM Standard, to support on site inspections, emergency response procedures in the event of personal contamination, spillage, or other unforeseen events.

★6.5. Ensure only the minimum amounts of HM required by any specific process or application is requested. Shops will not exceed a 14-day supply of each authorized HM, unless it is due to mission essential requirements or training increases.

★6.7. Organizations will implement a HAZMAT reduction program to research the use of non-hazardous or less hazardous chemical substitutes in the workplace. HMMP Team will make every reasonable effort to assist the customer in this task, but the primary responsibility remains with the customer.

★6.8. Coordinate with the HAZMART, appropriate CSA, or the HAZMO before turning in any excess hazardous material assets to the DRMO to facilitate reutilization efforts through the free issue program.

★6.9. Review the AF Forms 3952, Technical Order (T.O.) or MILSPEC data supporting authorizations to ensure accuracy of information. Hazardous materials no longer required by the using organization will be inactivated and all pertinent documentation will be placed in an inactive file within the organization. The HAZMART/CSA will then be notified and those items will be inactivated in the AF-EMIS database and removed from the shop's Authorized User Listing (AUL).

★6.10. Organizations will utilize the AFTO Form 22, **Technical Order Improvement Report and Reply**, to initiate a request to the appropriate authority to delete or replace a material required in a T.O. when aware of a less hazardous chemical substitute or replacement chemical. Ensure approval is granted, in writing, from the Item Manager before using substituted chemicals in any given process.

★6.11. Report HM tracking label numbers to the HAZMART/CSA prior to disposal of any container that previously contained a Hazardous Material.

★6.12. An organization will not, under any circumstances, accept vendor samples of potentially hazardous materials without prior approval. If vendors are on site request they report to your UEC, HM POC, or to the HAZMO for proper coordination and product evaluation.

★6.13. Ensure no hazardous materials have been assigned to bench stocks within an organization.

★6.14. All HM, unless specifically exempted under 40 CFR 372.38 and approved by the HMMP Team, will enter the installation through the receiving function operated by base supply or the appropriate CSA.

7. Base Supply Contractor (HAZMART) will:

★7.1. Operate the SBSS HAZMART IAW AFI 32-7086, Chapters 1 and 2, the Performance Work Statement (PWS), associated supplements, and this instruction.

7.2. Manage the receipt, storage, issue, inspection, and distribution of HAZMAT purchased or obtained from the Standard Base Supply System (SBSS) or GPC program.

★7.3. Review HM items in conjunction with the HMMP Team to implement a NSN Reduction Program to minimize or reduce the variety and quantities of hazardous materials being issued.

7.4. Assist HM users in identifying HAZMAT NSN numbers, GPC, and/or part numbers.

★7.5. Actively work with the HMMP Team and customers to identify non-hazardous or less hazardous HM substitutes whenever possible.

★7.6. Ensure no Class I/II (ODS) materials are turned into DRMO without prior review and approval of the 82 LG Unit Environmental Coordinator.

8. 82 CES/CEV (Environmental Flight):

★8.1. Manage the HAZMO operation to include staffing, funding, administrative support, training, safety, security, computers (including maintenance and software support), procedural guidance, and facility support. Provide management oversight for the HAZMAT Pharmacy Program, the Weapons System Hazardous Material Reduction Prioritization Process (HMRPP), and provide oversight for the facility CE Class I (ODS) Program.

8.2. Identify all excess facility halons and Class I ODS refrigerants to the MAJCOM and ensure they are allocated within the MAJCOM or turned-in to the Defense Logistics Agency, ODS Defense Reserve, Defense Supply Center, Richmond (DSCR) according to established procedures. Website: <http://www.supply.dla.mil/> DSN: 695-3861

★8.3. Evaluate the AF Form 3952 for environmental requirements and disposal control measures, as well as to authorize requested HAZMAT for use.

8.4. Ensure HAZMAT movements on the installation are tracked by facility, quantity, and process to support fire safety, disaster response, and environmental reporting requirements. Perform shop visits/spot checks to verify only authorized HAZMAT items are on hand.

★8.5. Review HAZMAT Authorized Users Lists (AULs) and usage information to help define requirements for environmental process evaluations. Provide metrics data to higher headquarters as requested.

★8.6. Actively work with HMMP Team, base supply, and customers to identify non- hazardous or less hazardous substitutes for HM currently in use.

★8.7. Ensure all environmental management and constituent information is input into AF-EMIS for environmental Emergency Planning, Community Right to Know Act (EPCRA) reporting requirements to the EPA, TNRCC, and local authorities.

★8.8. Coordinate with environmental managers, UECs, and HM POCS to initiate source reduction requirements, implement pollution prevention strategies, or perform environmental assessments to reduce the amounts of HM being purchased or used in processes through-out the installation to reduce disposal costs and curtail environmental reporting requirements to federal, state, and local agencies.

9. 82 AMDS/SGPB (Bioenvironmental Engineer) will:

★9.1. Evaluate each AF Form 3952 for occupational health risks to Air Force/Civil Service personnel to ascertain process control measures. During the health review ensure the manufacturer specific MSDS or Hazardous Material Information System (HMIS) MSDS is specific to the material being requested for use.

★9.2. Ensure appropriate personal protective equipment (PPE) and any special training requirements are met.

9.3. Perform shop visits with representatives from 82 CES/CEV, 82 TRW/SE, and 82 CES/CEF in periodic no-notice inspections of all organizations using HM. Areas with noted deficiencies in compliance will be inspected at least twice annually.

★9.4. Actively works with HMMP Team, base supply, and customers to identify non-hazardous or less hazardous substitutes for hazardous materials currently in use.

★9.5. Ensure all constituent related data as it pertains to the Chemical Abstracts Service Registry (CAS) numbering system is updated and input into the AF-EMIS database properly.

10. 82 Logistics Group will:

10.1. The LG will designate appropriate LG personnel to participate in the HMMPT, in addition to establishing, managing, and providing supervisory oversight for the HAZMART (SBSS) operation.

10.2. Ensure the HAZMART tracks Class I ODS requisitions according to Air Force Senior Acquisition Official (SAO) approvals and ensure the installation does not exceed its annual SAO approved Class I ODS allocations.

10.3. Manage weapon system Class I ODS according to SAO approvals and ensure Class I ODS are used only according to formal technical directives and /or documents (e.g., T.O.s or commercial technical manuals).

10.4. Identify all excess weapons system halons and CLASS I ODS refrigerants to the MAJCOM and ensure they are allocated within the MAJCOM or turned-in to the Defense Logistics Agency, ODS Defense Reserve, Defense Supply Center, Richmond (DSCR) according to established procedures. Website: <http://www.supply.dla.mil/>

10.5. Ensure any assigned Air Force/Civil Service personnel to the HAZMART (SBSS) operation have received occupational safety and health training appropriate for their HAZMART-related duties IAW established 29 CFR regulations.

10.6. Submit required changes for the DESCIM-approved HAZMAT tracking system to the HMMP Team.

11. 82 TRW/SEG (Wing Safety) will:

11.1. Evaluate AF Forms 3952 for occupational safety and health risk and control options and authorize requested HAZMAT use as appropriate. When required, reviews may include HAZMAT-related work area safety surveys, identification of conditions of use and worker occupational safety surveys, training, and identification of processes that require occupational safety analysis according to AFOSH Standard 91-119, *Process Safety Management (PSM) of Highly Hazardous Chemicals*.

11.2. Review HAZMAT AUL and usage information to help define requirements for the 82 TRW/SEG safety process evaluations. Perform shop visits/spot checks to verify only authorized HAZMATs are on hand.

11.3. Perform shop visits with representatives from 82 CES/CEV, 82 AMDS/SGPB, 82 CES/CEF in periodic no-notice inspections of all organizations using HM. Areas with noted deficiencies in compliance will be inspected at least twice annually.

11.4. Ensure 82 TRW/SEG personnel receive training on the DESCIM-approved HAZMAT tracking system (AF-EMIS).

11.5. Submit required changes for the DESCIM-approved HAZMAT tracking system to the HMMP Team.

11.6. Advise CSA facilities on compliance with all applicable OSHA, AFOSH and local safety standards and regulations as needed.

12. 82d Contracting Squadron will: (FAR Website: <http://www.arnet.gov/far/>)

★12.1. Ensure Federal Acquisition Regulation (FAR) clauses, pertaining to HM management, are included in all contracts. Contractors will be required to identify hazardous materials that will be used during the performance of the contract and provide an MSDS for every chemical used under the contract. FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*, and Far 52.223-5, *Pollution Prevention and Right-to-Know Information*, have sections that may be referenced.

★12.2. The 82d Contracting Squadron's GPC program coordinator shall perform a periodic surveillance of organizational purchases of HM with HMMP Team personnel to ensure HM purchases are IAW GPC guidance, this instruction, and other regulatory instructions as applicable.

★12.3. The 82d Contracting Squadron will ensure Contracting Officer's Representative (COR), Quality Assurance Evaluators (QAE) and Construction Inspectors (CI) are briefed on the guidelines herein for HM management.

★12.4. Ensure HMMP Team personnel are invited to pre-performance briefings and conferences.

★13. Other Contractor Operations: Contractors who supply their own HM for use in the performance of their contracts, even though exempt from the approval process, shall provide a manufacturer specific MSDS for each HM requiring tracking prior to bringing the HM onto the installation IAW FAR clause 52.223-3. In addition, the contractor shall observe and adhere to proper storage practices for HM stored on base in accordance with applicable regulations.

★13.1. Should HM usage requirements change during the performance period, contractors shall submit changes in writing to the Contracting Officer prior to introducing any HM not previously identified onto the installation. In the event of emergencies after normal duty hours, the contractor shall notify the HAZMO through the COR/QAE/CI no later than the next duty day.

★14. Recycled, Recaptured or Distillation Processes: Any unit (host or tenant) that recycles, recaptures, or distills any hazardous product (material or waste) into a viable HM suitable for their mission requirements will report to 82 CES/CEV, the return of any HM to the industrial areas of SAFB to ensure reporting requirements are met.

★15. Deployments/Employments: HM designated for deployments must be entered into the AF-EMIS tracking system. If HM is deployed, AF-EMIS will be updated to show the material is no longer on the installation. Units that bring HM back from deployment will ensure the HAZMART or the appropriate CSA are notified to update the AF-EMIS tracking system upon their return. Local procedures will be established for tracking HM brought on the installation in support of incoming deployments. Units responsible for deployed HM will process and have approved their locally generated instructions.

★16. Air Force Environmental Management Information System (AF-EMIS): A Defense Environmental Security Corporate Information Management (DESCIM)-approved computer software program that provides a management tool for the receipt, issue, storage, tracking, consumption, and disposition of all HM data. AF-EMIS is also capable of tracking hazardous waste streams and disposal data.

★16.1. The AF-EMIS System Administrator shall review the Nightly Log: This occurs daily, before the start of the duty day. Error messages identified will be promptly called in to the AF-EMIS Help Desk for guidance.

★16.2. Access and Depth of Access to AF-EMIS: Access and depth of access to AF-EMIS will be strictly controlled. New requests for access will generally be met within one duty day, with the exception of the period for loading new versions of AF-EMIS. During these periods, requests for access will be met on a first-come, first-served basis. Depths of access will at no time exceed an individual's requirement based on duties to be performed. Therefore, most users can expect to be granted access at the emis-guest level. Annual, as a minimum, validation will be accomplished by the AF-EMIS System Administrator. Final determination on depth of access requirements rests with the AF-EMIS System Administrator.

★16.3. Loading Advanced Versions of AF-EMIS: Within one duty week of receipt of new versions of AF-EMIS, the system Administrator will:

16.3.1. Notify all users that an update version of AF-EMIS has arrived.

16.3.2. Schedule installation based on priority of user as follows:

16.3.2.1. CSA 02, Standard Base Supply, and supported operations/users

16.3.2.2. CSA 01, Free Issue

16.3.2.3. CSA 03, Civil Engineering Material Acquisition System, and supported operations/users

16.3.2.4. CSA 20, Services/Non-Appropriated Funds, and supported operations/users

16.3.2.5. CSA 08, Medical Logistics, and supported operations/users

16.3.2.6. CSA 13, Medical Logistics, Training, and supported operations/users

16.3.2.7. CSA 50, Contractor Cell, and supported operations/users after coordination with the appropriate contracting officers.

★16.4. AF-EMIS Training: AF-EMIS is a powerful database program, operating in an MS-Windows environment. To properly utilize the many features of this program, individual and group training will be conducted for the following categories of personnel:

16.4.1. Executive Training: Target audience is commanders, at any level, who want to understand what AF-EMIS can do for them. Training will be desk-side on an as needed/requested basis. It will enable the commander to function in the AF-EMIS environment,

and, as a minimum, allow for the production of unit specific reports. It is anticipated that training will enhance the already superior commander support for Sheppard AFB's Hazardous Material Program.

16.4.2. New users: Training is based on required depth of access. When more than one new user requires training, formal classroom instruction will be arranged. As a minimum, prior to formal training, and immediately after installation of AF-EMIS, individual desk-side training will be given as needed.

16.4.3. Experienced Users: Periodically, experienced users may encounter difficulty in navigating through AF-EMIS. These individuals will be offered desk-side training, tailored to their specific needs. If there appears to be a larger group than what could reasonably be expected, formal classroom training will be scheduled.

16.4.4. Annual Training Needs Assessment: Annually, AF-EMIS users will be polled to determine their individual training needs or requirements. As indicated through this poll, specialized training will be conducted desk-side. When warranted by volume, formal classroom training will be conducted. While every attempt will be made to meet the user's needs, some students may require specialized attention. Those individuals will be identified during training and a special effort will be made to identify and provide for their needs.

16.4.5. Hazardous Material Management Process (HMMP) Team: Training requirements not noted above will be discussed during regularly scheduled HMMP Team meetings. Final determination of training schedules rests with the AF-EMIS System Administrator.

16.4.6. Training Follow-up: Training follow-up will be conducted approximately 1 week after completion of training. Its purpose is to identify further training needs or requirements of the students, and will normally be conducted desk-side on an as needed basis.

★16.5. Management of Chemical Staging Areas (CSA): Every effort will be made to ensure that all CSAs operating within the AF-EMIS environment are properly utilizing the program. This will include, but is not limited, to verification of the CSAs validity and need. To accomplish this, the AF-EMIS System Administrator will query each CSA point of contact annually. During this contact, CSA specific requirements will be discussed with appropriate plans being made based on user needs. Findings and recommendations will be staffed at the HMMP Team meeting. The AF-EMIS System Administrator will accomplish and implement final HMMP Team recommendations.

★16.6. Government-Wide Purchase Card (GPC): GPC, as a vehicle to enhance the user's mission accomplishment, is unsurpassed. Based on the sheer volume of HM that can be introduced to the installation, an AF-EMIS presentation will be conducted during regularly scheduled GPC training conducted by the Contracting Squadron. This presentation will

define AF-EMIS, its capabilities, and training requirements, which will allow the GPC cardholder or approving official to validate HM authorizations prior to purchase, after coordination with the unit's UEC. Follow-up with each member attending the presentation will be accomplished within one week to further define individual requirements.

★16.7. Management of the AF-EMIS Hazardous Waste Module: AF-EMIS provides an automated process for controlling the hazardous waste that is generated on Sheppard Air Force Base. Specifically, it provides management and tracking capabilities in areas associated with hazardous waste such as: generation, accumulation, tracking, analysis, funding, transportation, and disposal.

★16.7.1. The AF-EMIS System Administrator shall work closely with the Base Hazardous Waste Manager and Engineering Technician to ensure proper handling, tracking, and disposal are accomplished.

★16.7.2. Access to the AF-EMIS Waste Module shall be strictly controlled. Only the Base Hazardous Waste Manager, the Engineering Technician, and AF-EMIS System Administrator will have access to this module.

★16.7.3. The AF-EMIS System Administrator shall ensure all data entry into the module is correct and timely.

17. Functional Area Chiefs will: Ensure language is placed in Performance Work Statements (PWS) and/or Statements of Work (SOW) that require contractors to comply with all aspects of Executive Order 13101, 14 September 1998, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition* and this instruction. Primary concern is HM reporting, storage, usage, disposal, and MSDS requirements IAW 29 CFR 1910.1200. FAR Website: <http://www.arnet.gov/far/>

18. Forms Prescribed: AF Form 55, **Employee Safety and Health Record**; AF Form 1996, **Adjusted Stock Level**; AF Form 3952, **Chemical/Hazardous Material Authorization Request Form**; AF Form 2005, **Issue/Turn-In Request**; DD Form 1348, **DoD Single Line Item Requisition System Document**.

JOE F. HARRISON, Colonel, USAF
Vice Commander

Attachment:
Abbreviations

Attachment 1
ABBREVIATIONS

AF-EMIS	Air Force-Environmental Management Information System
CAS	Chemical Abstracts Service Registry Number
CEMAS	Civil Engineering Material Acquisition System
CFR	Code of Federal Regulations
COR/QAE	Contracting Officer's Representative/Quality Assurance Evaluator
CSA	Chemical Staging Area
DLA	Defense Logistics Agency
DoT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
ECAMP	Environmental Compliance and Management Program
EPA	Environmental Protection Agency
FAC	Functional Area Chief
FEDLOG	Federal Logistics Data System
HAZCOM	Hazardous Communication Standard
HAZFO	Hazardous Materials Field Office
HAZMART	Hazardous Materials Pharmacy
HAZMO	Hazardous Material Management Office
HM POC	Hazardous Material Point of Contact
HM	Hazardous Material
HMIS	Hazardous Material Information System
HMMT	Hazardous Material Management Team
HMP	Hazardous Material Pharmacy
HMMPT	Hazardous Materials Management Process Team
HQ AETC	Headquarters Air Education and Training Command
HQ USAF/LG	Headquarters United States Air Force Logistics Group
HS	Hazardous Substances
HW	Hazardous Waste
GPC	Government-Wide Purchase Card
MEDLOG	Medical Logistics
MEDLOGT	Medical Logistics Training
MFR	Memorandum For Record
MSDS	Material Safety Data Sheet
NAF	Non-appropriated Fund
NOV	Notice of Violation
NSN	National Stock Number
OSHA	Occupational Safety and Health Administration
QAE/CI	Quality Assurance Evaluator/Construction Inspector
SAFB	Sheppard Air Force Base
TNRCC	Texas Natural Resource Conservation Committee